

**STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road - P. O. Box 269101
Sacramento, California 95826-9101**

CAJS-J1-SP

29 July 2009

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty Vacancy Announcement 2009-35 – Expires 31 August 2009

1. The Military Department is accepting applications for the State Active Duty position indicated below. Selected applicant will be provided a temporary appointment, which is a minimum of six months and provides full benefit status for the appointee and his/her beneficiaries. ***This is a backfill position for a militarily deployed soldier. Employment will terminate upon return of deployed service member. Estimated employment duration to be through 30 June 2010. Soldier/Airman selected for this position will be paid at their federal or State Military Reserve pay grade, not to exceed E-5.*** This vacancy announcement will expire on 31 August 2009 unless sooner rescinded.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to paragraphs 3, 4, 5 and the suggested checklist at the end of this announcement.

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|--------------------------------------|---|
| a. TITLE AND PAY GRADE: | Production Controller (SAD E-5) |
| b. EMPLOYMENT LOCATION: | Camp Roberts MTC, CA |
| c. PROJECTED EMPLOYMENT DATE: | 20 September 2009* |
| | <i>*Pending Availability of Funds*</i> |
| d. SELECTING SUPERVISOR: | Base Operations Manager |

3. The basic qualification requirements are:

- a. **Military Service:** Members of the active or retired California National Guard, or active member of the California State Military Reserve in the grades of E-4 through E-6 may apply.
- b. **Education/Experience:** Completion of military educational and civilian requirements commensurate with the grade of the applicant is required.
- c. **Military Assignments:** Assignments appropriate to the grade of the applicant.
- d. **Communication Skills:** Must be able to effectively communicate orally and in writing.

4. Other requirements:

- a. Knowledge of arithmetic, spelling, grammar, punctuation, and modern English usage. Knowledge of military correspondence procedures.
- b. Computer experience in, or the ability of learning, Microsoft Word, Excel, Access, Electronic mail, Outlook, and work-order software.
- c. Knowledge of good public relations principles for daily contact with visitors and telephonic contacts.
- d. Ability to learn rapidly, follow directions and communicate effectively.
- e. Ability to operate office machinery, i.e. adding machine, typewriter, personal computer, copy machine, fax machine, digital sender, calculator, printer, Audix telephone system, and Motorola 2-way radio.

f. Ability to interpret written material and analyze written and numerical data accurately.
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- g. Appropriate military uniform with federally recognized rank will be worn in accordance with military regulation.
- h. Must possess a valid California driver's license.
- i. Applicants are required to meet height/weight and physical fitness standards prescribed by their military branch of membership. **Submit current height/weight and physical fitness test results with application.**

5. Principal duty functions:

Manage work orders utilizing the current data processing system and software required by Headquarters.

- a. Responsible for the data processing of work orders for the Camp Roberts Maneuver Training Center.
- b. Assists Public Works Staff in issuing and receiving equipment and supplies and materials.
- c. Gathers information on equipment and materials.
- d. Computer support duties to include data entry, updates, reports, scheduling, and electronic mail.
- e. Other duties as assigned.

6. Individual selected for this position will be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify; such as Service Member Assistance Programs, Pre-paid Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

7. Reimbursement for moving and relocation expenses will not be paid.

8. Submit a completed OTAG Form 900-8 (SAD Appointment Application) and all required supporting documentation to the Office of The Adjutant General, Directorate of State Personnel Programs, ATTN: CAJS-J1-SP, #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAJS-J1-SP Web Site at www.calguard.ca.gov/casp/Pages/sad.aspx or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Applications must be received in State Personnel no later than the close of business on 31 August 2009. Applications will not be accepted via fax or email.**

FOR THE DIRECTOR, JOINT STAFF:

DISTRIBUTION:
Electronic A, F & M

Jeffrey W. Magram (29 Jul 09)
JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Programs

The following is a suggested check sheet for each individual applicant to review to provide the most complete and accurate application up front. Explain negative responses.

| Submission Requirements | Self Check |
|---|------------|
| Have you completed and signed the application form? | |
| Have you attached a copy of height, weight & physical test verifications? | |